

**29 NOVEMBER 1999**



**Personnel**

**COMMUNICATIONS AND INFORMATION  
ANNUAL AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, by providing guidance for the Communications and Information Annual Awards Program. This program is sponsored by Headquarters United States Air Force (HQ USAF/SC). Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/XPPX), 203 W. Losey Street, Room 1060, Scott AFB IL 62225-5222, through appropriate channels, using AF Form 847, **Recommendation for Change of Publication**, with an information copy to HQ AFCA/XPIM, 203 W. Losey, Room 1060, Scott AFB IL 62225-5222. Refer to **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF REVISIONS**

This change incorporates IC 99-1 (**Attachment 8**). Adds Air Force Information Assurance Individual and Organizational Awards which will represent the Air Force in the national-level competition for the Information Systems Security (INFOSEC) Professional of the Year Award, Frank B. Rowlett Trophy for Individual Achievement. Also adds base level recognition for Information Assurance excellence. A (I) indicates revision from the previous edition.

**1. The Air Force Communications and Information Awards Program.** These awards recognize outstanding professional performance by Department of the Air Force officers, enlisted, and civilian individuals and organizations working in communications and information during the past year. The program extends Air Force commands' and unified commands' recognition programs by focusing attention on excellent individuals and organizations. When major command (MAJCOM) is used in this instruction, it includes field operating agencies (FOA), direct reporting units (DRU), and the Air National Guard (ANG). This instruction does not apply to contractor personnel or units.

**2. Air Force Major Commands, Unified Commands, Air Staff Agencies, and the Air Force Secretariat (Secretary of the Air Force [SAF]).** These organizations are encouraged to:

- 2.1. Develop parallel programs to recognize outstanding performers.
- 2.2. Honor award winners with ceremonies and news coverage.

**3. Communications and Information Awards .** No person, team, or unit may win any of the below listed awards in two consecutive years. (See **Attachment 2, Attachment 3, Attachment 4, Attachment 5, and Attachment 6** for instructions.)

3.1. Communications and Information Professional of the Year Awards. Awards recognize superior performance, professional excellence, and significant contributions to the Air Force. Winners selected by category (with the exception of the Air Force Information Assurance Professional of the Year Award which is not categorized), are 5 company grade officers, 12 enlisted members, and 6 civilians (GS-12 and below).

3.2. General Edwin W. Rawlings Award. This award is named for a former Comptroller of the Air Force and Commander of the Air Force Logistics Command. It recognizes the team of 2 to 25 people that have worked together to complete a project that enhanced Air Force communications and information operations.

3.3. General Billy Mitchell Award for Communications and Information Excellence. This award is sponsored by the Air Force Association (AFA) and is named for the air power pioneer whose service began in the Army Signal Corps. HQ USAF selects one individual for communications and information contributions that most enhanced the Air Force's war-fighting capability.

3.3.1. The individual is chosen from the winners of the Communications and Information Professional of the Year Award.

3.3.2. The AFA presents the award to the winner at the AFA's annual convention in Washington D.C. The winner and his or her spouse are authorized travel to the convention at government expense. The winner's organization will fund the trip.

3.4. Major General Harold M. McClelland Award. This award is named for the distinguished air power pioneer who was an Air Force communications officer. It recognizes one communications and information organization (301 or more members) for excellent support of the Air Force mission.

3.5. Lieutenant General Harold W. Grant Award. This award is named for the Director of Telecommunications at HQ USAF from 1958 to 1961 and the first commander of the Air Force Communications Service when it became a MAJCOM in 1961. It recognizes one communications and information organization (300 or fewer members) for excellent support of the Air Force mission.

3.6. Information Assurance Professional of the Year Award.

3.6.1. Air Force. It recognizes one Air Force military or civilian individual performing information assurance duties whose contributions most improved the security of communications and information systems at base, MAJCOM, Air Force, unified or specified command, Department of Defense (DoD), or national level; or the security of United States Government information. The selected individual represents the Air Force and competes with individuals from other Federal departments and agencies for the national-level Information Systems Security

(INFOSEC) Professional of the Year Award, Frank B. Rowlett Trophy for Individual Achievement. See **Attachment 5** for instructions.

3.6.2. Base. Up to three individuals per base may be selected for recognition during Information Assurance Month for their contributions to the overall information assurance posture of the base. The wing commander or their designee should present the IA medallions to these outstanding individuals at an appropriate event during the annual Information Assurance Month.

3.7. The Air Force Information Assurance Organization of the Year Award. It recognizes one organization whose contributions most improved the security of communications and information systems at base, MAJCOM, Air Force, DoD, or national level; or the security of United States Government information. The selected organization represents the Air Force and competes with other Federal departments and agencies for the National-Level Information Systems Security Organization of the Year Award, Frank B. Rowlett Trophy for Organizational Achievement. See **Attachment 6** for instructions.

#### **4. Non-Air Force Awards . (See Attachment 7 for instructions.)**

4.1. DELETED.

4.2. DELETED.

4.3. Defense Information Infrastructure (DII) Facility Award. This award annually recognizes outstanding mission performance of operations and maintenance (O&M) facilities operating as part of the DII Facility. DII facilities in Defense Information Systems Agency (DISA) Areas 1, 2, and 9 are eligible for this award. You will find these locations listed in DISA Circular 310-130-1, Submission of Telecommunications Service Requests. Winning facilities receive plaques and runners-up receive certificates. Mail nominations to HQ AFCA/GCLD, 203 W. Losey Street, Room 3065, Scott AFB IL 62225-5222.

**5. Nominating, Selecting, and Presenting Awards .** Refer to the attachments for guidelines on preparing awards. HQ USAF/SC sends awards to nominating organizations that must arrange appropriate presentation ceremonies. All individual winners receive a plaque and are authorized to wear the Air Force Recognition Award (ribbon for military, lapel button for civilians). The organizations that win unit or team awards each receive a plaque and a certificate. The Generals Grant and McClelland organizational awards' winners will display a traveling trophy for one year. When winners are announced annually, the holders of the trophies get the identification plates engraved with the new winners' organizations. The units replace the plates and ship the trophies, insured for \$1000, to the new winners.

WILLIAM J. DONAHUE, Lt General, USAF  
Director, Communications and Information

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*

DISA Circular 220-15-1, *DISA Area Outstanding DII Facility Awards*

DISA Circular 310-130-1, *Submission of Telecommunications Service Requests*

***Abbreviations and Acronyms***

**AFA**—Air Force Association

**AFCA**—Air Force Communications Agency

**AFCIC**—Air Force Communications and Information Center

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**ASCII**—American Standard Code for Information Interchange

**C4**—Command, Control, Communications, and Computer

**DAFSC**—Duty Air Force Specialty Code

**DII**—Defense Information Infrastructure

**DISA**—Defense Information Systems Agency

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**HQ**—Headquarters

**INFOSEC**—Information System Security

**MAJCOM**—Major Command

**O&M**—Operations and Maintenance

**POC**—Point of Contact

**SSN**—Social Security Number

**SAF**—Secretary of the Air Force

**USAF**—United States Air Force

**ZIP**—Zone Improvement Plan

**Attachment 2****NOMINATING AND SELECTING INDIVIDUALS AND ORGANIZATIONS FOR UNITED STATES AIR FORCE COMMUNICATIONS AND INFORMATION PROFESSIONALISM AWARDS (EXCEPT INFORMATION ASSURANCE AWARD)****A2.1. Who is Eligible .**

A2.1.1. Company grade officers (not selected for promotion to major) with Air Force Specialty Code (AFSC) 33XX.

A2.1.2. Enlisted members with AFSC 3AXXX, 3CXXX, 3VXXX, or Special Duty Identifier 8MXXX.

A2.1.3. Civilian employees, GS-12 and below. Employees must be currently performing communications and information duties. The determination of communications and information duties will be made by the nominating agency.

**A2.2. Who May Nominate .**

A2.2.1. MAJCOM, directors of communications and information, or equivalents.

A2.2.2. Deputy chiefs of staff, assistant chiefs of staff, chiefs of staff elements within HQ USAF, and the Air Force Secretariat, or equivalents.

A2.2.3. Senior officials with any DoD component or Federal Government agency with Air Force personnel assigned.

**A2.3. How Many to Nominate .**

A2.3.1. Organization Awards. Lieutenant General Harold W. Grant and Major General Harold M. McClelland.

A2.3.1.1. Each agency may nominate one unit for each award.

A2.3.2. Team Award. General Edwin W. Rawlings.

A2.3.2.1. Each agency may nominate one team of 2 to 25 people.

A2.3.3. Individual Awards:

A2.3.3.1. Communications and Information Professional of the Year Award. Each agency may nominate:

A2.3.3.1.1. Five company grade officers.

A2.3.3.1.2. One 3A, one 3C, one 3V, and one 8M in the airman, noncommissioned officer (NCO), and senior NCO categories. For clarification, this means three 3As, three 3Cs, three 3Vs, and three 8Ms with no substitutions among AFSC.

A2.3.3.1.3. Three civilians in grade GS-8 and below and three civilians in grade GS-9 through GS-12, or equivalents.

**A2.4. When to Nominate .** Submit nominations to arrive at HQ AFCA/XPIM by 1 March for recognition for the preceding year.

**A2.5. How to Nominate .** Submit a letter signed by the senior communications and information official, or higher, in the MAJCOM, unified command, HQ USAF or SAF staff agency, or equivalent. Any official, colonel or higher, may sign the cover letter from non-Air Force organizations. Include all nominations for the organization or agency as attachments to one nominating letter.

A2.5.1. Use AF Form 1206, **Nomination for Award**, for all nominations. One page (front only) of bullet-type descriptions of the individual's accomplishments during the award year for nomination of individuals and two pages (front and back) for the nomination of organizations or teams. Do not use headings. Do not include information on community contributions, professional military or civilian education, past or current awards, or other extraneous information. Selection panels look only at the AF Form 1206 and no other correspondence is included in the selection folders.

**A2.6. Selecting Winners .** A HQ USAF board, chaired by a general officer or civilian equivalent, reviews nominations and recommends winners to the HQ USAF/SC.

**A2.7. Presenting Awards .** HQ USAF/SC will announce award winners, by message, on or about 1 May of each year. HQ USAF/SC sends awards to nominating organizations to arrange appropriate presentation ceremonies.

**A2.8. Pictures for Display .** Organizations with winners will send the following to HQ USAF/XPF not later than 15 June:

A2.8.1. For winners in individual category, a 5x7 head-and-shoulders color photograph (with negative or computer disk with digital photo file).

A2.8.2. For winners of organization awards, send at least 25 35mm color contact prints with negatives or computer disk with digital photo file of their members at work.

A2.8.3. For winners of team award, send five different poses of the group on 5x7 photographs (with negatives or computer disk with digital photo file).

**Attachment 3****INSTRUCTIONS FOR COMPLETING AIR FORCE FORM 1206 FOR PROFESSIONALISM  
AWARD (EXCEPT INFORMATION ASSURANCE AWARD)**

**A3.1. Award .** Air Force Communications and Information Professionalism Award.

**A3.2. Category .** Airman, NCO, Senior NCO, Officer, Civilian, General Rawlings, Lieutenant General Grant, or Major General McClelland.

**A3.3. Award Period .** 1 January - 31 December (year).

**A3.4. Rank/Name of Nominee .** Civilians insert grade before name.

**A3.5. SSN .** Leave blank--DO NOT ENTER SOCIAL SECURITY NUMBER.

**A3.6. DAFSC/Duty Title .** Civilians enter occupational series before title.

**A3.7. MAJCOM .** Insert MAJCOM, unified command, FOA, DRU, HQ USAF, or SAF (e.g., AFMC, TRANSCOM, AIA, USAFA, HQ USAF/SC, SAF/AAD).

**A3.8. Unit/Office Symbol/Street Address .** Spell out the part of the name that signifies what type of unit (e.g., 416th Communications Squadron). Enter the street address for mailing purposes (e.g., 195 Brooks Road).

**A3.9. Base/State/ZIP Code .** All ZIP Codes must contain nine digits, including APO numbers (e.g., Griffiss AFB NY 13441-4105 and APO AE 09094-0385).

**A3.10. Telephone (DSN & Commercial) .** Include country codes for overseas Defense Switched Network and Area Codes for stateside commercial numbers.

**A3.11. Rank/Name of Unit Commander .** Unit commander or 2-letter director.

**A3.12. All Typeface Must Be Identical .** All forms with inconsistent typeface will be disqualified.



**Attachment 4****INFORMATION TO INCLUDE IN COVER LETTER**

**A4.1. Command Message Address .** Include the message address of the official who signs the cover letter (include office symbol). This is not necessary if the official is on the staff of a MAJCOM or FOA. This information will be used to notify commands when the winners are announced.

**A4.2. Mailing Address .** Ensure that the mailing address of each nominee is clear in the Unit/Office Symbol/Street Address block of the AF Form 1206. All addresses must have a nine-digit ZIP Code.

**A4.3. Name of Nominee .** List the attachments by name of nominee. If there are eight attachments, there should be eight names.

**A4.4. Point of Contact (POC) .** Include the name of a POC, with DSN, and e-mail address.

**Attachment 5****NOMINATING AND SELECTING PERSONNEL FOR THE AIR FORCE INFORMATION ASSURANCE AWARD**

**A5.1. Who Is Eligible .** Air Force, including ANG and Air Force Reserve Command (AFRC), military members and Air Force civilian members who are assigned information assurance duties are eligible to compete. Individuals nominated must have improved the security of communications and information systems at base, MAJCOM, HQ USAF, unified or specified command, DoD, or national-level or the security of United States Government information.

**A5.2. Justification .** Topics may include:

A5.2.1. Advancing electronic key management, distribution, and use.

A5.2.2. Advancing multilevel security systems (e.g., encryption, integrity, authentication, etc.).

A5.2.3. Initiating security improvements such as replacing existing or outmoded systems with evaluated or endorsed products.

A5.2.4. Innovating improved information assurance awareness, education, or training.

A5.2.5. Identifying significant base information infrastructure security threats or vulnerabilities, and finding or solving solutions to those problems.

A5.2.6. Creating significant doctrine, policy, training, or techniques to improve information assurance programs.

**A5.3. Who May Nominate .** Each MAJCOM and non-Air Force activity (such as unified or specified commands or DoD organizations) with eligible information assurance personnel can nominate personnel. The MAJCOM/SC or equivalent, or higher, signs the nominating letter.

**A5.4. How Many to Nominate .** Each nominating organization may submit one nomination each calendar year.

**A5.5. When to Nominate .** Submit nominations to arrive at HQ AFCIC/SYIP not later than 1 March for recognition for the preceding calendar year.

**A5.6. How to Nominate .** Submit a letter signed by the senior communications and information official, or higher, in the HQ USAF directorate, MAJCOM, or non-Air Force-equivalent activity. Include as attachments:

A5.6.1. AF Form 1206 with one page of bullet-type descriptions of the individual's accomplishments during the award year. See paragraph **A5.8.** for format and content.

A5.6.2. A biography of the nominee on plain bond paper.

A5.6.3. One 5 x 7-inch head and shoulders color photograph of the nominee. Military nominees wear service dress uniform (without cap) and civilian nominees wear standard business dress.

A5.6.4. If possible, keep the nomination package unclassified.

A5.6.5. Submit information on disk in American Standard Code for Information Interchange (ASCII) format in *Microsoft Word for Windows 95*, Version 7.0 or lower.

A5.6.6. In addition to the above, provide a mission statement or charter, an organizational chart showing chain of command, and a short chronological biography of the individual's Air Force military or civilian career.

A5.6.7. Do not use abbreviations or acronyms unless spelled out the first time used.

**A5.7. Selecting Winners .** An AFCIC committee, chaired by HQ AFCIC/SYI, reviews and evaluates nominations and recommends nominees to the HQ USAF/SC for approval. The winner will represent the Air Force in the national-level competition. HQ AFCIC/SYIP will process the winning package for submission as the Air Force nomination for the Frank B. Rowlett Trophy for Individual Achievement.

**A5.8. Format for Information Systems Security Professional of the Year Award .**

A5.8.1. Name and Grade: First name, initial, last name, and grade.

A5.8.2. Accomplishments.

A5.8.3. Signatures: Endorsement by the head of the nominating organization. Include the nominating officer's title.

**Attachment 6****NOMINATING AND SELECTING ORGANIZATIONS FOR AIR FORCE INFORMATION ASSURANCE AWARD**

**A6.1. Who is Eligible .** Air Force, including ANG and AFRC, wings, groups, squadrons, centers, agencies, or staffs responsible for information assurance are eligible for this award. Organizations nominated must show initiatives leading to identifiable improvement in security of communications and information systems at base, MAJCOM, Air Force, DoD, or national level, or the security of United States Government information.

**A6.2. Justification .** Topics may include:

A6.2.1. Advancing electronic key management, distribution, and use.

A6.2.2. Advancing in multilevel security systems (e.g., encryption, integrity, authentication, etc.).

A6.2.3. Initiating security improvements to communications and information systems.

A6.2.4. Replacing existing or outmoded communications and information systems with evaluated or endorsed products.

A6.2.5. Identifying or solving significant communications and information systems security problems.

A6.2.6. Improving information assurance awareness, education, or training.

A6.2.7. Identifying significant base information infrastructure security threats or vulnerabilities, and finding solutions or solving those problems.

A6.2.8. Creating significant doctrine, policy, training, or techniques to improve information assurance programs.

**A6.3. Who May Nominate .** Each MAJCOM with eligible organizations may submit nominations. The senior communications and information official in the nominating organization (MAJCOM/SC or equivalent, or higher) signs the nomination packages.

**A6.4. How Many to Nominate .** Each MAJCOM may nominate one eligible organization or center each calendar year.

**A6.5. When to Nominate .** Submit nominations to arrive at HQ AFCIC/SYIP not later than 1 March for recognition for the preceding calendar year.

**A6.6. How to Nominate .** Submit a nominating letter signed by the MAJCOM/SC or equivalent. Include as attachments:

A6.6.1. AF Form 1206 with one page of bullet-type descriptions of the unit's specific achievements and contributions during the award year.

A6.6.2. Copies of applicable portions of formal and informal evaluation reports (Inspector General, Auditor General, staff visits, etc.).

A6.6.3. A copy of the applicable portions of the mission statement governing the nominated organization.

A6.6.4. Up to 10 pages of optional documentation justifying and supporting the nomination. You may include classified information up to and including SECRET.

A6.6.5. If possible, keep package unclassified.

A6.6.6. Submit information on disk in ASCII format.

A6.6.7. Provide a mission statement or charter and organizational chart showing chain of command.

A6.6.8. Do not use abbreviations or acronyms unless spelled out the first time used.

**A6.7. Selecting Winners .** An AFCIC committee, chaired by HQ AFCIC/SYI, reviews and evaluates nominations and recommends nominees to HQ USAF/SC for approval. The winner will represent the Air Force in the national-level competition. HQ AFCIC/SYIP will process the winning package for submission as the Air Force nomination for the Frank B. Rowlett Trophy for Organizational Achievement.

**A6.8. Format for Information Systems Security Organization Award .**

A6.8.1. Name of Organization. Include some background on the organization.

A6.8.2. Name of Individual Who Could Accept Award on Behalf of the Organization.

A6.8.3. Specific Job Title of the Above-Named Individual.

A6.8.4. Assigned Organization of Above-Named Individual, Address, Phone Number, and Electronic Mail (E-mail) Address.

A6.8.5. Accomplishments.

A6.8.6. Signatures. Endorsement by the head of the nominating organization. Include the nominating officer's title.

**Attachment 7****NOMINATING AND SELECTING FACILITIES FOR THE OUTSTANDING DEFENSE INFORMATION INFRASTRUCTURE FACILITY AWARD**

**A7.1. Who is Eligible .** Facilities performing a DII mission. **NOTE:** DISA Circular 310-130-1 identifies these locations.

**A7.2. Who May Nominate .** Each MAJCOM or FOA to which eligible facilities are assigned.

**A7.3. How Many to Nominate .** Each MAJCOM or FOA may nominate one eligible facility for each facility category listed in DISA Circular 220-15-1, *DISA Area Outstanding DII Facility Awards*.

**A7.4. When to Nominate .** Deadlines for submission of nominations are announced annually by HQ DISA via a general message titled: "WESTHEMDEFSTA." Nominations should arrive at HQ AFCA/GCLD, 203 W. Losey Street, Room 3064, Scott AFB IL 62225-5222 no later than 30 days prior to the deadline for packages to be at HQ DISA.

**A7.5. How to Nominate .**

A7.5.1. Each MAJCOM/FOA develops selection criteria and procedures for nomination packages using the criteria and guidelines in DISA Circular 220-15-1. Operating organizations of the facility operating as part of the DII prepare nominating packages in the format specified in DISA Circular 220-15-1. Each unit's operational chain of command processes the nomination packages to their MAJCOM/FOA. HQ AFCA/GCLD endorses and forwards packages selected by each MAJCOM/FOA to HQ DISA. Nomination packages sent to HQ AFCA/GCLD should include a hard-copy and a 3.5-inch diskette in either ASCII or *Microsoft Word for Windows*, Version 7.0 or lower. E-mail copies meeting prescribed format are acceptable.

A7.5.2. HQ AFCA/GCLD collects MAJCOM/FOA submissions for each category of award, performs a format error review, and corrects any minor errors found. If necessary, a selection board of senior NCOs from HQ AFCA will convene to select the three best nominations from each category for forwarding to HQ DISA. HQ AFCA/GCLD forwards an endorsement to the MAJCOM/FOA for packages excluded by board action, stating which facilities were not selected. HQ AFCA/GCLD will endorse the collection of nominations to DISA prior to the deadline stated in DISA Circular 220-15-1 and in the applicable "WESTHEMDEFSTA" message.

**A7.6. Selecting Winners .** The commander of each DISA area (1, 2, and 9) convenes a board, chaired by a general officer or civilian equivalent, to grade all nominated facilities. The board grades each of the applicable criteria, reviews nomination letters, and compiles the overall DISA facility performance to determine the winner and runner-up in each category.

**A7.7. Presenting Awards .** The DISA area commander notifies HQ DISA and the major O&M commands of the winners and runners-up for each category by message no later than 60 days after the cutoff date. The 60 days is waived if the announcements are to be made in conjunction with a conference.

**A7.8. Format for Narrative Description for Outstanding Defense Information Infrastructure Facility Award.** The narrative is in two parts. Each part is on a separate page with 1-inch margins top, bottom, and sides.

A7.8.1. Description of Nominated Facility.

A7.8.2. Category: State category type of facility.

A7.8.3. Activity Name and Location: Facility name, unit, and base.

A7.8.4. Commander's Name: Name and Title.

A7.8.5. Area O&M Command: Self-explanatory.

A7.8.6. Facility Manager: Name and Title.

A7.8.7. Personnel Assigned: Military and civilian count.

A7.8.8. Facility Type, Number of Links, Trunks, and Circuits: List the type of facility, followed by the number and type of links, trunks, and circuits supported.

A7.8.9. Communications Support Mission: List all units and missions supported.

A7.8.10. Awards and Inspections: List all awards, recognition, superior performance ratings, etc., received during the past year.

**Attachment 8****IC 99-1 TO AFI 36-2845, COMMUNICATIONS AND INFORMATION ANNUAL AWARDS PROGRAM**

29 NOVEMBER 1999

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**Attachment 2**

**NOMINATING AND SELECTING INDIVIDUALS AND ORGANIZATIONS FOR UNITED STATES AIR FORCE COMMUNICATIONS AND INFORMATION PROFESSIONALISM AWARDS (EXCEPT INFORMATION ASSURANCE AWARD)**

**Attachment 3**

**INSTRUCTIONS FOR COMPLETING AIR FORCE FORM 1206 FOR PROFESSIONALISM AWARD (EXCEPT INFORMATION ASSURANCE AWARD)**

**Attachment 5****NOMINATING AND SELECTING PERSONNEL FOR THE AIR FORCE INFORMATION ASSURANCE AWARD**

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**Attachment 6****NOMINATING AND SELECTING ORGANIZATIONS FOR AIR FORCE INFORMATION ASSURANCE AWARD**

**A6.5. When to Nominate.** Submit nominations to arrive at HQ AFCIC/SYIP not later than 1 March for recognition for the preceding calendar year.

**A6.7. Selecting Winners.** An AFCIC committee, chaired by HQ AFCIC/SYI, reviews and evaluates nominations and recommends nominees to HQ USAF/SC for approval. The winner will represent the Air Force in the national-level competition. HQ AFCIC/SYIP will process the winning package for submission as the Air Force nomination for the Frank B. Rowlett Trophy for Organizational Achievement.